



## DEPARTMENT OF PLANNING

### ANNEXATION SUBMITTAL REQUIREMENTS

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner. An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Annexation is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Annexation application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Annexation.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible.

**COUNTY ZONING AND ENTITLEMENTS:** Should the request for annexation include a request to accept Clark County Zoning and Entitlements, a copy of County actions should be included. Those actions must include any conditions of approvals, site plans, elevations, landscape plans and any other exhibits or attachments. If there are none, than a written statement signed and dated by the owner of the property is required stating that there are no Entitlements nor are any pending in Clark County.

**FEES:** \$300.00 plus \$30 for recording of Notice of Zoning Action

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.